

NEW HIRE/NEW HIRE-PRIOR SERVICE TEMPORARY/SEASONAL POSITION CHECKLIST

(Full-Time or Part-Time ~ Includes Non-Career Positions)

Name:

Social Security Number:

Position:

Dept/Bur/Div:

PRE-EMPLOYMENT PROCESSING

☐ Personnel Requisition

☐ ~ If Applicable:

☐ I.N.S. (Form I-9)
Attachments

_____ Management Appointment Letter

_____ Request for Exception to Step

Placement Policy

_____ Authorization to Hire a Minor

_____ Request for Background Information

☐ Pre-employment Medical Exam Form

☐ Pre-employment ID Processing Request

EMPLOYMENT PROCESSING

☐ Employee Data
_____ New Employee Data Form
_____ HR-1 Form

☐ Workers' Compensation

_____ Pamphlet

_____ Memo-Treatment by Personal
Physician

_____ Signature Form

☐ ID Processing
_____ D.O.J. Clearance

☐ Handouts/Information

_____ Accident Procedure (Wallet Card)

_____ Bus Pass Program Flyer

_____ Direct Deposit Form

_____ Emergency Action Plan

_____ Ethics Handbook

☐ Tax Withholding
_____ Federal/State Tax Form

☐ Pension System (if eligible)
_____ PERS Membership Form
_____ Special Power of Attorney
Form and Info/Instruction Sheet

☐ Policies/Signature Forms

_____ Alcohol & Drug Usage Policy

_____ Discrimination Complaints

_____ Unlawful Harassment Complaints

_____ Computer and Technology Systems
Security

_____ Workplace Threats and Violence

_____ Code of Ethics

_____ Election to Receive/Not Receive

Public Records

_____ Memo - Acknowledging receipt of
above policies

_____ Injury & Illness Prevention Plan

☐ Voluntary Deductions/Information
_____ Charities
_____ Child Support
_____ Credit Union
_____ Deferred Compensation
_____ Education Reimbursement
_____ Employee Organization
_____ Flexible Spending
_____ U.S. Savings Bonds

☐ Safety
_____ New Employee Safety
Orientation Form
_____ CLB Safety Training Assessment
_____ DMV Driving Record Release Form
(Employees driving for the City ONLY)

~ If Applicable:

_____ Auto Allowance Form

_____ Civic Center Parking Memo

~ Update Waiting List

_____ Collateral Employment Form